

## **Spero Academy Finance Committee Minutes**

### **Meeting Date:**

2/19/2019 5:15pm

### **Attendees:**

Chipp Windham  
Karen Marshall  
Sarah Carlson-Wallrath  
Jim Lawrence  
Diane James

### **Absent:**

Jenny Abbs  
Kelly Tiedemann

### **Discussion/Action Items:**

- 1. Review of January 2019 Financials** - The Committee reviewed the monthly financial statements. Overall, the reports show a YTD surplus of \$208,274, which compares favorably to a net loss of -\$120,512 anticipated by the YTD budget through January. An update has been received regarding the Prior Year State Aids Receivable excess payment of (\$388,079). MDE will deduct this overpayment against current year state aid payments on 2/15/19 and 3/1/19. Utilities expense is tracking to be 40-50% over budget by the end of the fiscal year based on current pace. Continue monitoring is needed to determine if the YTD actuals include any one-time costs and what changes need to be factored into next year's budget. Other expenses currently over budget include Contracted Services, Supplies & Maintenance, and Nutrition Program. Chipp reported that some Title 4 funding is available (\$10,000) which could be used next year to develop a program for e-learning. The committee noted that Cash-flow projections estimate an ending Cash Balance of \$325,398 as of 6/30/19, which compares to actual Cash balances at 6/30/18 of \$888,374. Chipp will check with Jenny for clarification on the difference in light of the balanced annual budget. How does the cash-flow projection take into account the receipt of outstanding Current Year State Aids Receivables?
- 2. Update on use of Designated Funds** - An email from Jenny Abbs lists some current year expenditures which can be applied against designated fund balances. The committee agreed that the expense listed appropriately fit the designated usage for each donation. Chipp also noted that there are additional expenses related to the Security Cameras and/or Internal Communication system which have been incurred and can be applied against the \$50k Anonymous Designated donation as previously approved by

the Board. Also, as upcoming expenditures are incurred which fit the designations of specific funds (e.g. Field Trip Grant, Board Training), these will be identified so that Jenny can apply these expenses against the appropriate funds.

- 3. Worksheets for 2019-20 Budget input** - Diane presented the proposed new format for submission of 2019-20 budget requests by committees and key staff. The committee reviewed the format and proposed some additions and revisions to enable it to better tie the detail to the full budget. Diane and Chipp will work further with Jenny Abbs on the scope and format of this tool for the Finance Committee to review at a future meeting.
- 4. Update on Employee Compensation discussion** - The committee briefly discussed a proposed "Step & Lane" salary approach which will be considered within the context of the Strategic Plan.